



Service Announcement

December 24, 2014

TO: CTS Customers

FROM: Lance Calisch
Messaging Service Owner

SUBJECT: Office 365 License Activation

Background: When upgrading to Microsoft Office 2013, customers have the option of purchasing either:

- Perpetual licenses – Based on the number of devices and used for on premise implementations, OR
- Subscription licenses – Based on the number of users and used for either on premise implementations or Office 365 cloud services.

For Customers who choose subscription licensing, each license must be activated in the Office 365 (O365) cloud and reactivated every 30 days.

Service Description: To automate this process, CTS provides the means for customers with subscription licenses to activate those licenses in a shared O365 tenant. The service offers single sign on using Enterprise Active Directory (EAD) credentials and automated synchronization of necessary EAD objects.

Once a customer is ready to use the service, CTS will schedule a consult to review O365 shared tenant features and customer readiness tasks.

How do I find out more?

If you have additional questions or comments, please send an email to the CTS Service Desk (Servicedesk@cts.wa.gov) or call 360-753-2454.